



**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES PROGRAM MANAGER
DIVISION OF HEALTH SERVICES – COMMUNITY OPTIONS UNIT**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is currently accepting applications to fill one (1) Social Services Program Manager position located in the Division of Health Services, Community Options Unit.

Open To: The Public and State Employees

Location: 55 Farmington Avenue, Hartford, CT/460 Capitol Avenue, Hartford, CT

Job Posting No: 114423

Hours: Monday through Friday, 40 Hours per Week

Salary: \$83,464.00 - \$113,908.00

Closing Date: July 25, 2016

The Department of Social Services' Division of Health Services Community Options Unit is seeking a Social Services Program Manager to oversee the operation of the autism services team. The position prepares and oversees contracts; reviews waiver provider applications as part of the credentialing process; monitors the budget; responsible for quality management and daily oversight of two Medicaid waiver programs for persons with autism spectrum disorders; prepares reports; facilitates clinical case reviews; and represents the autism team at community meetings, forums and councils. Will be responsible to supervise clinical staff (including case managers) who develop service plans for waiver participants.

The preferred candidate will have strong clinical background in autism spectrum disorders; extensive clinical experience; and at least five years of full-time direct clinical practice with individuals with autism spectrum disorder. Preferred candidate will also have a Master's Degree in a clinical field related to clinical services for individuals with autism spectrum disorder. Knowledge of Medicaid and other community services for persons with autism spectrum disorders is highly desired. Licensure in an applicable field related to ASD is also preferred.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of social services programs; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles of public administration; knowledge of and ability to apply management principles and techniques; knowledge of community organizations and public assistance agencies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and recommend solutions to complex problems; ability to analyze and assess impact of legislation, regulations, etc. on programmatic goals.

General Experience: Nine (9) years of professional employment in the social services field.

Special Experience: Two (2) years of the General Experience must have been a supervisory or consultative capacity with programmatic and administrative responsibilities.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in human services or public administration may be substituted for one (1) additional year of the General Experience.

Note: *This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use.*

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and two (2) supervisory reference letters (State employees must submit their two (2) most recent Performance Appraisals in lieu of references and Attendance Records from July 2014 to present) **in duplicate** to:

**Ms. Ronnell Young, HR Associate
The Department of Social Services
Human Resources Division
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE MONDAY, JULY 25, 2016

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.